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PART-IIA

GOVERNMENT OF MEGHALAYA

NOTIFICATION

The 13th August, 2018.

OFFICE MEMORANDUM

REVISED GUIDELINES FOR SPECIAL URBAN WORKS PROGRAMME

No.UAU/99/2011/71.

1. Objectives:

- 1.1 The objective of the scheme is to generate wage employment through the creation of socially and economically useful public assets for the improvement of the social, economic and environmental conditions in the Urban areas.
- 1.2 The scheme also seeks to involve the people and their representatives at the grass root level in the task of implementing the programme/projects which should be generally made cost effective through participation, contribution etc. The basic ideas is to involve the people of the Urban areas of the State directly with the developmental programmes.

2. Nature of Works:

- 2.1 The works contemplated comprise construction of roads, pathways, bridges, culverts, retaining walls, drains, water supply, improvement of water sources, construction of community halls and similar other works. It is also envisaged to extend assistance towards up-gradation of dwelling houses for people falling under EWS in the form of supply of three bundles of C.G.I., sheets per beneficiary/additional contribution for 'Housing for All' /Swachh Bharat Abhiyan on any such Govt. of India Urban Schemes.

Ordinarily, a typical scheme under this programme should not be of a highly technical nature. Technical sanction at the district level would be as per DFP Rules of the total project cost of the district Executive Engineer of Urban Affairs and within the technical power of competence sectors like PWD, PHED, MeECL, Etc. at district headquarter. However technical approval of Director of urban Affairs will be required in all such cases where this fund is to be utilized for part of a project or beyond the power of competence officers of respective sector.

The proposal for procurement of vehicles, materials and equipments etc., required for community use will also be considered under Special Urban Works to create socially and economically useful assets. The vehicles, materials and equipments shall however be used for community interest only. A written commitment to bear the cost of operation/maintenance of the assets shall have to be furnished by the Beneficiary/Organization before the proposal is approved. There shall be no claim for maintenance charges for the assets procured for the Beneficiary/Organization under the programme.

- 2.2 For existing Institutional/Public buildings where retrofitting works will be required, the same may be considered after the recommendation of items of work to be taken up by technical expert. 10% of the allocation of each Legislative Assembly Constituency can be utilized for retrofitting during a particular year.
- 2.3 With respect technical expert in retrofitting, a list of technical experts who have been trained/qualified in retrofitting may be empanelled.
- 2.4 The works to be undertaken as specified above should have a large labour component. It is proposed to involve community participation as well as contribution for construction of these public assets.
- 2.5 The material labour ratio to be adopted for these schemes is 70:30. The wages are to be based on approved rate of the Government.
- 2.6 With a view to ensure transparency and to maintain the quality of the materials procured for the schemes either the existing approved rates of the Government Departments be followed or a Tender Committee for purchases of all items under the Schemes should be constituted at the Municipal Board level with CEO as Member Secretary under the Chairmanship of Deputy Commissioner of the District with MLA of the Constituency or any person duly authorized by the MLA as member of the committee.
- 2.7 It will be permissible to utilize a part (not more than 10%) of the allocation for assistance for community functions at the discretion of the MLA's concerned provided such organization is a registered organizations and the purpose is not covered by any other entitlement of MLA.
- 2.8 It will be permissible to utilize a part or full allocation to be used during the natural calamities at the discretion of the MLA's concerned. However the Deputy Commissioner (Revenue) should certify occurrence of natural calamity, damages and the requirement of the work for restoration purposes.
- 2.9 With respect to the allocation of fund for natural calamities, care should be taken to avoid duplication with fund release under State Disaster Response Fund (SDRF).The Deputy Commissioners should ensure that relief will be proposed under the SDRF guidelines.
- 2.10 It will be permissible to utilize a part (not more than 40%) of the allocation for financial assistance to the individual/ self help group for undertaking economic activities, like self employment and livelihood ventures for Urban Poor identified under NULM or identified/ certified vendors as per eligibility. However such ventures would be tracked and monitored by district and nodal agency concerned.

3. Area of Operation:

- 3.1 The Special Urban Works Programme will be in operation in 5 (five) Urban Assembly Constituencies, i.e., North Shillong, East Shillong, South Shillong, West Shillong and South Tura. 5 (Five) Assembly Constituencies, which are partly urban and partly rural. They are North Tura, Jowai, Nongthymmai, Williamnagar, and Baghmara. In case of the partly urban and partly rural constituencies the MLA concerned will have the prerogative of availing the entire fund either from Special Urban Works Programme (SUWP) or Special Rural Works Programme (SRWP) or partly the fund from SUWP and SRWP with clear intimation to the Urban Affairs and Community & Rural Development Departments.

4. Project Appraisal and Sanction:

- 4.1 The Urban Affairs Department is the Nodal and Administrative Department for implementation of the programme. The schemes shall be drawn by the people and their representatives, on the basis of the felt need of the area and with active involvement of people and submit the list of schemes and estimate to the Chief Executive Officer of the Board / Deputy Commissioner with copy to Director Urban Affairs latest by 30th June . The Director Urban Affairs Department shall compile list of such schemes and process for bulk approval for release to the respective Districts/Constituency through the O/o the Chief Executive Officer based on bulk sanction for items of work/proposal. Deputy Commissioner will sanction individual proposals as analogous to SRWP under this (SUWP) guidelines.
- 4.2 The list of Projects under the Programme received from the different MLAs shall be summarized by the Director Urban and placed before the state level Committee for SUWP. Such Committee will be notified by the Urban Affairs Department constituted with the Chief Minister as Chairman, the Minister in-charge of Urban Affairs, Finance, Planning, C&RD, the Chief Secretary and Principal Secretaries/Commissioner & Secretaries in-charge of Urban Affairs, Finance, Planning, Community & Rural Development as members, with Director with Urban Affairs as Member Secretary. Based on approval of the State Level Committee, bulk sanction will be accorded and conveyed to Director, Urban Affairs who shall communicate list of such approved scheme for sanction and implementation at the District Level.
- 4.3 Sanctioning Committee at District Level for all constituencies falling within the District as follows:
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|----------------------------------------------|---|------------------|
| i. Deputy Commissioner | - | Chairman |
| ii. MLA or authorised person | - | Member |
| iii. Executive Engineer, Urban Affairs | - | Member |
| iv. District Urban Planner | - | Member |
| v. Chief Executive Officer, Municipal Boards | - | Member Secretary |

The Committee will sanction schemes based on which the release of fund will follow provided that the list of such schemes have been approved and bulk sanctioned by the Department and that such proposals have the due technical approval of the competent authority. The Director Urban Affairs shall ensure the Technical supervision of SUWP Schemes through the Deputy Commissioners/Local Bodies/Executing Agencies concerns.

- 4.4 The list of each schemes/proposals alongwith estimate (if any) so submitted should be scrutinized and submitted to SUWP sanctioning Committee at the State level for approval latest by 30th Sept. and at the District level by 31st December of that year provided all the documents, estimates and plan are in order and the individual works proposal have the Technical approval from the Competent authority. The urban local bodies will complete the procedure of sanctioning/disbursement of the fund will be made within 31st March of the financial year. Completion and submission of U/C of the works should be ensured before full disbursement.
- 4.5 The local body/MLA shall ensure that appropriate estimates are drawn up and that the construction activity is technically sound and does not endanger life and property and submit the same to the Committee for approval.

No work shall commence without Technical Sanction and before the approved work is started the

- 4.6 ds should be informed for the site inspection.

5. Implementing Agency:

- 5.1 The Deputy Commissioner shall ensure that technical guidance as may be required by the beneficiaries-Organisation/Implementing Committees for implementation of the programme is extended by the

concerned Engineers or any other competent technical authority of the District or State. The beneficiaries-Organisation/implementing Committee can seek assistance of any technical person from PWD or departments where technical personnel exist apart from the technical expertise already available with the Municipal Boards/ Urban Affairs set up Executive Engineer of Urban Affairs.

- 5.2 While formulating/sanctioning the schemes, care should be taken to avoid duplication and to ensure that the accountability for public funds is not diluted.
- 5.3 The Department/Local body shall avoid formulation of very small schemes as far as possible so that lasting assets are created for the community.
- 5.4 For construction works which are less than ₹ 1.00 lakhs detailed estimates will not be required. However this exemption will not include works related to building, retaining/wall, drains, bridges or similar works which involves structural component or safety of public.
- 5.5 For the purpose of submitting quotation. TIN/TAN number will not be compulsory but while submitting the bills alongwith Utilization Certificate the TIN/TAN number has to be clearly reflected in the bills.

6. Modalities of Implementation:

- 6.1 The implementation of the schemes under the Special Urban Works Programme would be through direct participation of the people and not through contractors. The main objective is the involvement of people without middleman through their representative in the analysis, selection and implementation of employment-oriented activities in the municipal areas. For this purpose, the M.L.A concerned should identify the beneficiary organization/implementing committee who shall implement the schemes. The name of members of such committees/organization shall be communicated by the M.L.A to the respective Municipal Boards and the Deputy Commissioner.
- 6.2 The Director Urban Affairs shall release all the fund under the scheme to the Chief Executive Officer of Municipal Boards under intimation to Deputy Commissioner concerned. The individual/ project under SUWP scheme for each Assembly Constituency shall be sanctioned as procedure prescribed above. While sanctioning SUWP schemes, the Deputy Commissioner shall allow release of 50% of the sanctioned amount for each scheme at the disposal of the concerned Municipal Boards, except where 100% are to be released for purchase which are in the guidelines.

Utilisation Certificate must be countersigned by the concerned MLA before the same is/ are submitted by the beneficiary-organisation/Implementing Committee to the CEO concerned. Upon receipt of utilisation Certificate for the second installment, the CEO shall cause the Utilisation Certificate to be verified by himself or by his subordinate Engineers. If satisfied that the utilization certificate is correct and factual and that the sanctioned SUWP schemes has been implemented and completed, the CEO concerned shall certify accordingly on the body of the Utilisation Certificate and submit it to the Deputy Commissioner for information and CEO shall maintain records. Provided that if the beneficiary-organisation/implementing Committee fails to complete the work in terms of sanctioned will be debarred from consideration for future grants, besides admissible penal action. Further the final/original Utilisation Certificate for the amount sanctioned per Assembly Constituency-wise are to be countersigned by MLA concerned and sent to the Director, Urban Affairs for record and copy of Utilization Certificates along with consolidated report should be submitted to Director of Urban Affairs for the purpose of Audit.

For the works involving construction activity, fund will be released to the beneficiary organization in 2 (two) installments at the ratio of 50:50. The first installment shall be released to the beneficiary organization as an advance to be utilized within 4 (four) months of its release. Upon satisfactory utilization of fund, supported by a utilization certificate duly countersigned by the M.L.A., the second installment shall be released. The second installment should also be utilized within 4 (four) months of its release and a utilization certificate duly countersigned by the M.L.A. should be submitted to the

respective Municipal Boards. For the works which is to be taken in advance on emergency basis and to be included under the S.U.W.P schemes, the MLA should inform the Boards/ULB's prior to the execution so that the Boards/ULB's can take note for records.

For schemes involving procurement of vehicles, materials, equipments, and provision, of street light fund will be released 90% of the cost, and 10% will be retained and to be released after submitting final Utilization Certificate by the beneficiary organization identified by the M.L.A. concerned. This advance should be utilized within 4 (four) months of its release and supported by a utilization certificate duly countersigned by the M.L.A. concerned.

7. Financing Pattern:

- 7.1 The allocation of the State funds for the programme among different areas of Shillong and Tura Municipalities would be based on the felt needs of the area as projected by the representatives and on the population of the area.

8. MONITORING AND REPORTING PROGRESS OF IMPLEMENTATION:

- 8.1 The Chief Executive Officers shall submit monthly 'Progress Report' in the prescribed proforma, on the progress of implementation of schemes approved under the Special Urban Works Programme to the Deputy Commissioner and Director, Urban Affairs within the 15th of the following month for the months under reporting and also Progress Report be uploaded in the ULB website.
- 8.2 The Director, Urban Affairs shall cause a 'consolidated report' of the progress of implementation of schemes approved under Special Urban Works Programme by each municipality, to be submitted to the Urban Affairs Department within the end of the following month of the quarter under reporting.
- 8.3 With respect to monitoring of the scheme, the Department is advised to develop an online MIS for a real time evaluation and monitoring of the scheme.

9. Evaluation of the Programme:

- 9.1 An independent evaluation of the programme will be conducted by the Examiner of Local Accounts every 3 (three) years and the findings of the evaluation will be submitted to the Urban Affairs Department with copies to Planning, Finance and Programme Implementation Departments for every 3 (three) years.

10. Utilization of fund and submission of Utilization Certificates:

The fund released for implementation of schemes under the Special Urban Works Programme shall be utilized within a period of 12 (twelve) months from the date of its release.

Immediately on utilization of fund, a Utilization and Completion Certificate in the prescribed format shall be submitted by the Chief Executive Officers to the Director, Urban Affairs, Meghalaya who in turn shall submit the same to the Urban Affairs Department and the Accountant General.

Principal Secretary to the Govt. of Meghalaya,
Urban Affairs Department.